# Center for Educational Performance and Information (CEPI)

*Michigan Education Information System (MEIS)*

# Single Record Student Database/ Unique Identification Code Application (SRSD/UIC Application)

# User's Guide

# Version 1.4

Questions?
Contact:  517.335.0505
e-mail:  Help-Desk@michigan.gov

# Table of Contents

# Recent Changes to User's Guide

## Version 1.4 (1/27/2005)

1. Revised Phase 2 (Duplicate UIC Resolution) section.

2. Removed the Give User Accounts section and the School Building Level Security Agreement until such time as this function becomes available within the application.

## Version 1.3 (10/27/2004)

This latest version of the UIC User's Guide is updated for the fall 2004 SRSD submission period. Changes have been made throughout the document and it is suggested that users download this latest version. Among the changes are:

1. Added new "Getting Started" section.

2. New report "List of Changed UICs" added.

3. Added new Appendix B – Linking UICs Guidelines.

4. Updated screen shots throughout the document.

# Introduction

This guide has been developed as part of a set of paper-based training materials and is intended for the use of the UIC Resolvers and District Internal Account Administrators in the Single Record Student Database/Unique Identification Code (SRSD/UIC) online application. This guide includes directions for using the online SRSD/UIC application to resolve UICs, to view resolution status, to generate reports, and to download UICs.

The SRSD/UIC application can be located at: https://cepi.state.mi.us/srsd/.

**Family Educational Rights and Privacy Act and Privacy Act of 1974**. Prior to using the Single Record Student Database/Unique Identification Code application for the first time, you are presented with a screen through which you agree to abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99), as well as by the Privacy Act of 1974 governing records maintained on individuals (District User Management).

A copy of FERPA may be obtained from:
http://www.ed.gov/legislation/FedRegister/finrule/2000-3/070600a.html.

A copy of the Privacy Act may be obtained from:
http://www.usdoj.gov/foia/privstat.htm.

# Getting Started

## UIC Help Resources

In addition to this User's Guide, there are additional resources available, such as the UIC FAQs and UIC Timelines, to assist users during the resolution process. To access these documents, please go to the CEPI Web site at www.michigan.gov/cepi. Click on "MEIS Data Services" on the left-side navigation bar. Click on "Single Record Student Database." Under the section titled "Help and Training Resources," click on the "UIC Help" link to open a new screen that lists all the current help documents available. Be sure to check often, as you will always find the most up-to-date information here.
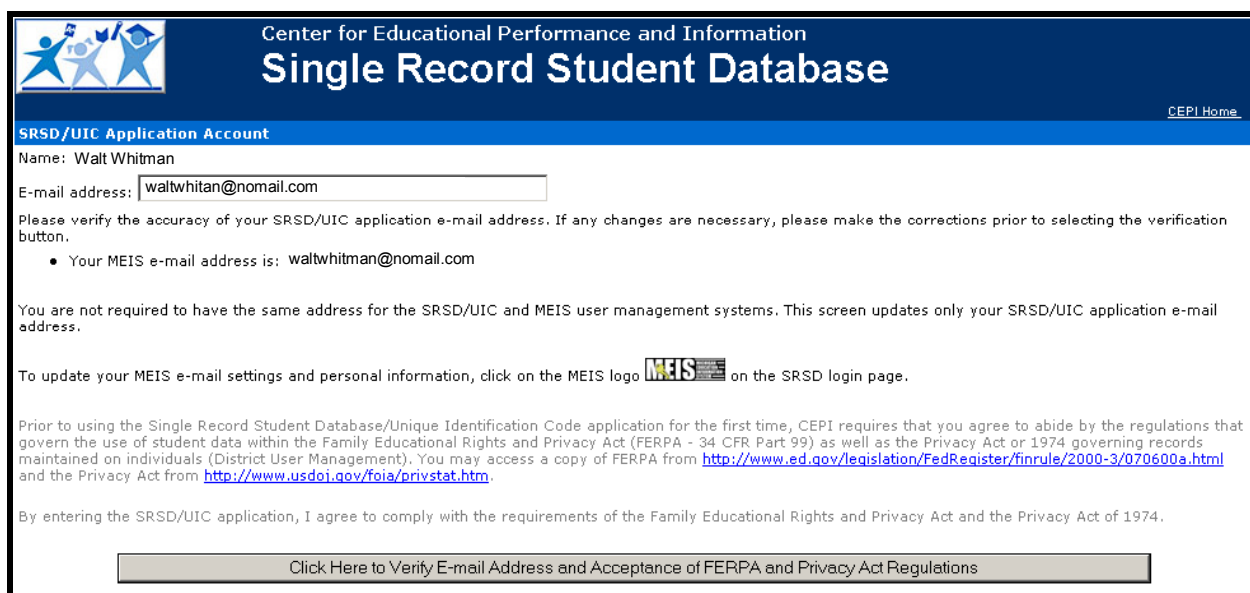
## Application Start-Up and Security

To become an authorized user of the SRSD/UIC Application, you must first obtain a MEIS account. If you do not have an MEIS account, go to www.michigan.gov/meis. Click on the MEIS logo. On the following screen, click on **"Create an MEIS Account."**

Once you have an MEIS account, you need to download a security agreement for the application. From the SRSD home page, click on the "SRSD/UIC Security Agreements" link in the pink box. If you will be using the application to resolve UIC issues, the form you want is located in the section titled "For LEA/PSA/ISD District Users." If you will be using the application to upload to the SRSD, the form you want is located in the section titled "For Intermediate School District Users Only."

If you experience problems with your MEIS account or password while you are using the application, please contact the Department of Information Technology (DIT) Client Service Center at 517-335-0505, or by e-mail at Help-Desk@michigan.gov.

Access the SRSD/UIC Application from the SRSD home page by clicking on the "SRSD/UIC Application" link in the pink box.

**Entering the application for the first time.** During each submission cycle of the SRSD, each authorized user will be reminded to verify that his/her MEIS e-mail settings and personal information are correct. It is important that this information is accurate to ensure that authorized users receive communications sent by CEPI. If the e-mail address listed is incorrect, go to www.michigan.gov/meis. Click on the MEIS logo. Log in to the application and select "Edit Personal Information."



Only when the correct e-mail address is shown on the screen should users click on the button to "Verify E-mail Address and Acceptance of FERPA and Privacy Act Regulations."

**Welcome screen.** After logging in, a screen similar to the following will appear. The links that appear in the gray toolbar will depend on your level of access. For example, those who also have permissions to resolve UICs will see related links displayed. Those who do not have FTE Audit permissions will not see the same links, only those links that pertain their roles. UIC resolvers will see the screen below.
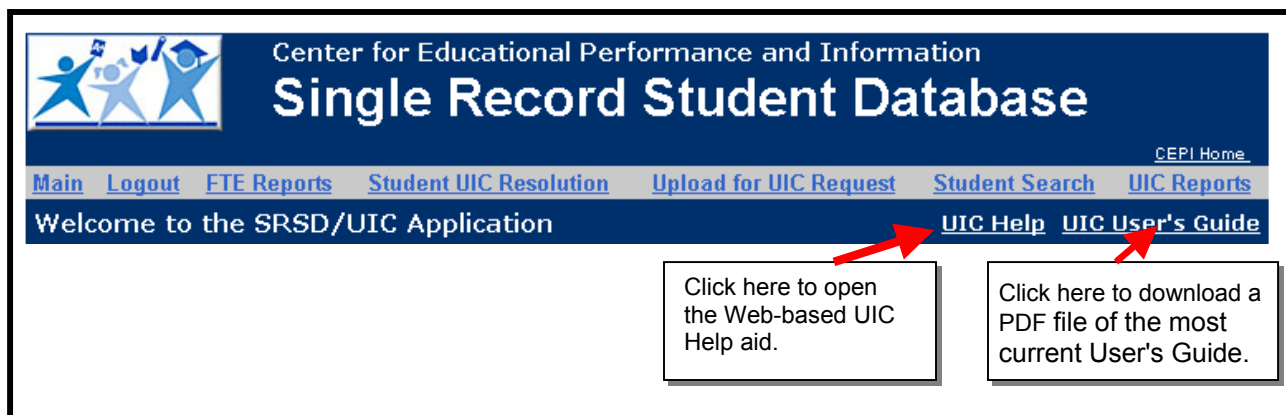
Below the toolbar, users will find links for two additional help resources:

1. Click on the "UIC Help" link to open to a new window containing a Web-based help document. The UIC Help was developed to provide online assistance to authorized users of the SRSD/UIC Application. This help guide includes directions for using the application to resolve UICs, to view resolution status, to generate reports, and to download UICs.

2. Click on the "UIC User's Guide" link to open a new window containing a PDF version of this document. This link is useful for verifying that you have the most current version of the User's Guide.

## Browser and System Suggestions

Internet Explorer (6.0 or higher) is the preferred browser for all CEPI applications. While it is possible to use a Netscape browser to access CEPI applications, please be advised that these applications do not function as well in Netscape as they do in Internet Explorer. For example, many Netscape users report pages format improperly or the appearance of data is not preserved when using the back and forward buttons. The problem is not with the application, but with the functionality built inside the Netscape browser.

To upgrade to the most recent version of Internet Explorer, click on: http://www.microsoft.com/windows/ie/default.asp.

For best performance, view the application with a monitor resolution of 800 X 600 or higher.

Windows users can change their monitor resolution by going to the **START** button, select **SETTINGS**, select **CONTROL PANEL**, and select **DISPLAY**. You may also place your mouse pointer on the desktop (on the background, not on an icon), click the right mouse button and choose **PROPERTIES**.

Go to the **Desktop Area** setting, and slide it over to 800 x 600. It is recommended that you do not try a higher desktop resolution than this until you have read your monitor manual to see what maximum resolution it supports.
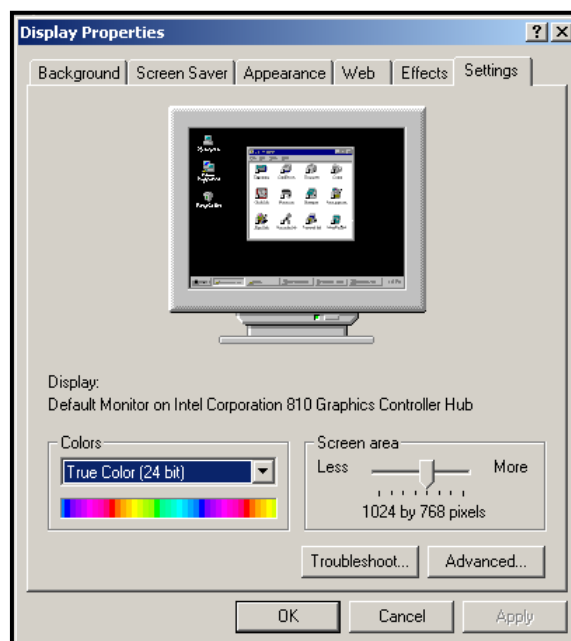
# Phase 1 (Student UIC Resolution)

The purpose of Student UIC Resolution (Phase 1) is to resolve student records that may or may not be duplicates based upon Last Name, First Name, Date of Birth and Gender. Phase 1 lasts for a limited period (several weeks) and ends once Phase 2 is initiated by CEPI.  Please go to www.michigan.gov/cepi. Click on "MEIS Data Services" then "Single Record Student Database" from the left navigation bar. In the section titled "Help and Training Resources," click on "UIC Help" link. A new screen will appear where the UIC Timeline link can be found.

## Uploading Batches

The process of uploading files consists of several steps. An SRSD file is submitted as part of the regular SRSD submission process. This file is then processed by the UIC Application to search for existing UICs and assign new UICs. The user can check the status of submissions by clicking a status option at the bottom of the menu.

### Viewing Uploaded Batches

1.  Click on "Student UIC Resolution" in the toolbar menu to open the Batch Status List.

2.  Select the ISD and District whose batches you wish to view (your ISD may be your only choice). Click the "Search" button.

3.  The list of batches is displayed in the bottom of the Batch Status List.



- Sort the columns in ascending or descending order by clicking on the arrow icons at the top of a column.

4.  Click on the "Detail" link to open the Batch Status Detail window. The screen contains the same information about the batch as that on the list, plus contact information and a Notes field that provides information about the batch.

5. Click on the Batch ID number to open the Batch Summary screen.

6. The application analyzes the record and categorizes it according to the following types of matches: Positive Matches or Possible Matches.

   *Positive Matches:* In Phase 1, a Positive Match is one where the identification process has determined that there is an exact match between the four core fields (see "core fields") of the record submitted and a record in the UIC Master Table (see "UIC Master Table" in glossary).

   *Possible Matches:* In Phase 1, a Possible Match represents cases where one or more of the four core fields (see "core fields") is different enough that it warrants inspection to see if it is indeed the same student as a presumed match from the UIC Master Table.

7. Click on the number link to go to the next screen to resolve any discrepancies between records.

   If the application found no matches, it assigns a new UIC to a student. The number following "New UICs Created" is the number of UICs assigned. Click on the number link to see those students listed in the New UICs Created screen.

If there is a number following Positive Matches or Possible Matches on the Batch Summary screen, it is the number of matches to the submitted records that the application found within the system.   If there were multiple records found that qualified for a Positive Match, those numbers are also listed. Click on the number link to see a list of those matches in the Match List screen.

8. Click on one of the student's names in the Match List screen to see that record in detail in the Match Resolution screen.


**Step 1 – Batch Status List**

This screen is used to view uploaded batches. This is where you will come to view your batch and begin resolving the records in the batch.

Check to see the status of your batch:

- Pending - Submitted and waiting to be processed.

- Processing - Batch is being processed now.

- Completed - Processing of the batch has been completed and there is no verification required. This means that all the records in the batch were either new and new UICs were assigned, or all the UICs matched records already in the system.

- Verify - This is the most common status for batches. It indicates that the batch has finished processing and that at least one record in the batch needs to be verified and resolved by you.

- Failed - This batch failed during processing. Information regarding the failure may be obtained through the "detail" link.

1. Click on "Student UIC Resolution" in the toolbar menu to open the Batch Status List.

2. Select the ISD and District whose batches you wish to view.

3. The list of batches is displayed in the Batch Status List.

4. Sort the columns in ascending or descending order by clicking on the arrow icons at the top of a column.

5. Click the "Detail" link to open a window that contains the detailed information about this batch.

6. Click the Batch ID number link to open the Batch Summary screen.

## Step 2 – Batch Summary

The Batch Summary screen allows you to view the current status of a batch and also alerts you to any data errors that were found in processing the batch.



| Batch Summary | | UIC Help  UIC User's Guide |
|---|---|---|
| Step 1: Select ISD/District Step 2: Select Batch ID **Step 3: Select Numeric Link** Step 4: Select Student Step 5: Resolve Records | | |
| Click on the summary numbers to view a list of students for whom new UICs were created, a list of students that fall into the match category or a list of data errors. The summary numbers on this page will be updated as you resolve Multiple Positive Matches or Possible Matches. | | |
| ISD: St. Clair ISD - (74) | District: Port Huron Area School District - (74010) | Back to list |
| Batch ID: | 390 | |
| Total Records in Batch: | 12713/12713 | |
| Batch Status: | Verify | |
| Process Start Time: | 7/8/2004 3:57:40 PM | |
| Process End Time: | 7/8/2004 4:39:33 PM | |
| New UICs Created: | 52 | 0.409% |
| Positive Matches Found: | 12445 | 97.892% |
| Multiple Matches Found: | 5 | 0.039% |
| Possible Matches Found: | 211 | 1.66% |
| Data Errors: | 0 | |

The batch displays two numbers for Total Records in Batch. To the right of the divider is the total number of records uploaded. To the left of the divider is the number of uploaded records to which the current user has security access (the user who uploaded the file may only view those districts to which he or she has been granted access). These numbers will typically be the same. The percentages on this screen are computed only on those records to which the user has access (i.e., the number to the left of the divider).

The batch displays the outcome of the system batch processes and shows you how many records from the batch are:

- New UICs Created
- Positive Matches Found
- Multiple Matches Found (more than one positive match)
- Possible Matches Found

## Data Errors

If there are data errors, they will appear as the last item in the Batch Summary screen. These data errors will be obvious things, such as an alphabetic character in a date field or a school code that does not match any in the ISD.

1. Click the Data Errors number link in the Batch Summary screen.

2. The Data Errors screen shows a list of the errors.

3. The error message appears beneath the record describing the error. The error cannot be corrected here, but must be corrected in the source database and resubmitted. If you need to contact the person who submitted this record, click on the "Student Name" link and the Data Errors Detail screen will show the name, phone number and e-mail address of the person who submitted the record.



- Data Errors Detail: Although data-error details cannot be corrected within the program, users may want to view any errors that may cause a batch to stop processing. The Data

Errors Detail screen shows the same information as the Data Errors screen, and also shows additional pertinent information that may assist in correcting the error.

| SRSD Data Errors Detail | | | | | Help |
|---|---|---|---|---|---|
| **Record ID: 51689** | | | | | |
| Student ID | Last Name | First Name | M.I. | Date of Birth | Gender |
| A0204 | seminger | Alyssa | Y | 05/30/1992 | F |

Submitted by: James Joyce
Phone:
Email: joycejames@mailaccount.com

Close Window                              Print Window

## Step 3 – Match List

The screen below shows a list of records that have been assigned a UIC or that require resolution. The title bar shows the number of issues needing to be resolved.

1.  Click the number link in the Batch Summary screen to see the list of records that need resolving.

| Possible Matches (23) | | | | UIC Help  UIC User's Guide | | | |
|---|---|---|---|---|---|---|---|
| Step 1: Select ISD/District Step 2: Select Batch ID Step 3: Select Numeric Link **Step 4: Select Student** Step 5: Resolve Records | | | | | | | |
| **Click on the name of a student to see additional information on that student. This link will enable you to view and resolve Multiple Positive Matches or Possible Matches if there are any for that student. Otherwise, you will be shown more detailed information about the student.** | | | | | | | |
| ISD: Ionia ISD - (34)  District: Ionia Public Schools - (34010) | | | | | | | |
| Batch ID: 789 | | | | Back to Batch Status List   Back to Batch Summary | | | |
| UIC ▲▼ | Student ID ▲▼ | Student Name ▲▼ | District ▲▼ | School ▲▼ | Grade ▲▼ | Gender |
| | 20040070 | Farmer, Phillip J | Ionia Public Schools (34010) | Ionia Middle School (05827) | 08 | M |
| 4514514514 | 20040729 | Bradbury, Ray | Ionia Public Schools (34010) | Ionia High School (01848) | 11 | M |
| 5175175175 | 20040527 | Rand, Ayn | Ionia Public Schools (34010) | Ionia Middle School (05827) | 07 | F |
| 9899899899 | 20040445 | Mitchell, Margaret | Ionia Public Schools (34010) | Ionia High School (01848) | 10 | F |
| 7857857857 | 20040450 | Asimov, Isaac | Ionia Public Schools (34010) | Ionia High School (01848) | 11 | M |

Showing 1-5/23 [Show  5  ▼  records per page]

1  2  3  4  5  Next

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2.  Sort the columns in ascending or descending order by clicking on the arrow icons at the top of a column.

    -   At the bottom of the page, users can select the number of records displayed per page. For example, setting the "show records" box above to "41" will display all 41 records on one scrollable screen.

3.  Click the "Student Name" link to open the Match Resolution screen.

## Step 4 – Match Resolution

### Matching Strategy

Click the "Student Name" link in the Match List (above) to open the Match Resolution screen. The submitted student record is displayed along with any Possible Matches. The student core fields and helper fields will allow you to determine if a record is a new unique student, or a duplicate of the submitted student.

Submitted records are automatically compared against the UIC Master Table and are given a score based on how closely the four core fields (Last Name, First Name, Date of Birth, and Gender) in the submitted batch match the four core fields for records already in the system.

There is another layer of helper fields that are displayed visually to assist the user in making decisions about Possible Matches. Helper fields are not considered by the system during the automated matching (see "Helper Fields" in the glossary).

- Core fields:  Last Name, First Name, Date of Birth, and Gender.

- Helper fields: ethnicity, middle initial, exit status, grade, multiple birth order, enrollment date, exit date, student number, ISD, district, school, and FTE.

- "Date Created" and "Date Modified" are helper fields generated by the system and refer to the date a UIC was created and the last date on which manual changes were made by a user through the resolution process, respectively.

This resolution detail screen is split into sections. Each section represents a record. The first record in Phase 1 is always the record that was submitted with your district's "batch", or file, for the current submission. Subsequent records listed are from the UIC Master Table and may or may not have been submitted during the current submission.

**Keep This UIC (on submitted record):**  This option is only presented for records submitted with a UIC. Select this link if you determine that your submitted record is accurate as submitted and does not correspond to the Possible Match(es) presented. The submitted recorded will retain the UIC and helper fields as submitted. [In the event that the UIC from the submitted record and a UIC from a Possible Match are the same, selecting **Keep this UIC** will update the helper fields associated with the Possible Match record.]

**Create New UIC (on submitted record):**  Select this link if you determine that your submitted student is in fact a different student than the student(s) displayed as Possible Matches. See Scenario #2 on page 17. A new record will be created on the UIC Master Table.

**Use This UIC (on UIC match record):**  Select this link if you determine that the student you have submitted is the same as a Possible Match record. This will assign the UIC from the record on the UIC Master Table to the record you have submitted in your file.  This action will also update the record on the UIC Master Table with the information (i.e. helper fields) from the record you have submitted.

# Phase 2 (Duplicate UIC Resolution)

Once Phase 1 is completed, every record will have received a UIC. The purpose of the Duplicate UIC Resolution process (Phase 2) is to resolve student records that are assigned the same UIC and may or may not be the same student.

The Duplicate UIC Resolution screen presents all UICs that have been assigned to more than one student and allows the user to select a UIC to resolve in the Duplicate UIC Resolution Detail screen.

1. Click on "Duplicate UIC Resolution" in the toolbar menu to open the Duplicate UIC Resolution screen.

2. Select your ISD and District from the dropdown list. Click the "Search" button.

| Duplicate UIC Resolution | | UIC Help  UIC User's Guide |
|---|---|---|
| **ISD:** Allegan ISD - 03 | **District:** Allegan Public Schools - 03030 | Search |
| **Name ▲ ▼** | **District (Code) ▲ ▼** | **School (Code) ▲ ▼** |
| 1533001536 2 Users Claiming this UIC. **Click UIC to Resolve** | | |
| ANNE BOLEYN | Allegan Public Schools - (03030) | Allegan High School – (00062) |
| ANNE BOLEYN | Hopkins Public Schools - (03070) | Hopkins High School – (01757) |
| 1536001537 2 Users Claiming this UIC. **Click UIC to Resolve** | | |
| JANE SEYMOUR | Allegan Public Schools - (03030) | Allegan High School – (00062) |
| JANE SEYMOUR | Hopkins Public Schools - (03070) | Hopkins High School – (01757) |

Showing 1-2/4 [Show 2 records per page]
1 2 Next
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3. Click on a UIC to see the record detail in the Duplicate UIC Resolution Detail screen. *See the example on the following page.*

4. The first record is from the UIC Master Table. The subsequent records, records submitted for the current submission, are the duplicate UICs that have been identified.  The yellow highlighted fields show where a record has differing information from the UIC Master Table.

    You will only be able to resolve UICs for those records that your district is currently claiming as being in your district. Records being claimed by another district will show either "unresolved" (no Phase 2 resolution has been performed by that district) or "resolved" (another district has confirmed this record in Duplicate UIC Resolution).

    Because Phase 2 of the UIC resolution process identifies those UICs potentially being claimed by multiple entities, it is recommended, whenever possible, that district resolvers contact one another to determine if the two records represent the same student and, if not, to determine which district should be responsible for creating a new UIC. If a mutual agreement cannot be reached, the ISD auditors should be contacted to help reach a decision.

    If you need the name and contact information for another district's UIC resolver, send an e-mail request to Help-Desk@michigan.gov.

```
┌──────────────────────────────────────────────────────────────────────────────────────────────────┐
│ BOLEYN, ANNE        (UICMaster Information)                                                         │
│ UIC:            StudentID:  Last Name:  First Name:  M.I.:        Date Of Birth: Gender: Ethnicity: │
│ 1533001536      1111        BOLEYN      ANNE                      12/23/1986     F       0 - American Indian or Alaska Native │
│                                                                                         0 - Asian American │
│ ISD:                        District:                School:                            0 - Black or African American │
│ Allegan ISD - (03)          Allegan Public Schools - (03030)  Allegan High School - (00062)  0 - Native Hawaiian or Other Pacific Islander │
│                                                                                         1 - White │
│ Grade:          Gen FTE:    SpecFTE:    AdultFTE:    MultipleBirthOrder:                 0 - Hispanic or Latino │
│ 12             0.20        0.00        0.00         1                                                │
│ Enrollment Date: Exit Date:  Exit Status:                                                           │
│ 8/25/2004                   19                                                                       │
└──────────────────────────────────────────────────────────────────────────────────────────────────┘
┌──────────────────────────────────────────────────────────────────────────────────────────────────┐
│ BOLEYN, ANNE                        Create New UIC | Do Not Submit | Confirm This UIC               │
│ UIC:            StudentID:  Last Name:  First Name:  M.I.:        Date Of Birth: Gender: Ethnicity: │
│ 1533001536      1111        BOLEYN      ANNE                      12/23/1986     F       0 - American Indian or Alaska Native │
│                                                                                         0 - Asian American │
│ ISD:                        District:                School:                            0 - Black or African American │
│ Allegan ISD - (03)          Allegan Public Schools - (03030)  Allegan High School - (00062)  0 - Native Hawaiian or Other Pacific Islander │
│                                                                                         1 - White │
│ Grade:          Gen FTE:    SpecFTE:    AdultFTE:    MultipleBirthOrder:                 0 - Hispanic or Latino │
│ 12             0.20        0.00        0.00         1                                                │
│ Enrollment Date: Exit Date:  Exit Status:                                                           │
│ 8/25/2004                   19                                                                       │
└──────────────────────────────────────────────────────────────────────────────────────────────────┘
┌──────────────────────────────────────────────────────────────────────────────────────────────────┐
│ BOLEYN, ANNE                                                                        Unresolved      │
│ UIC:            StudentID:  Last Name:  First Name:  M.I.:        Date Of Birth: Gender: Ethnicity: │
│ 1533001536      20050107    BOLEYN      ANNE                      12/23/1986     F       0 - American Indian or Alaska Native │
│                                                                                         0 - Asian American │
│ ISD:                        District:                School:                            0 - Black or African American │
│ Allegan ISD - (03)          Hopkins Public Schools - (03070)  Hopkins High School - (01757)  0 - Native Hawaiian or Other Pacific Islander │
│                                                                                         1 - White │
│ Grade:          Gen FTE:    SpecFTE:    AdultFTE:    MultipleBirthOrder:                 0 - Hispanic or Latino │
│ 12             0.83        0.00        0.00         1                                                │
│ Enrollment Date: Exit Date:  Exit Status:                                                           │
│ 6/23/1999                   19                                                                       │
└──────────────────────────────────────────────────────────────────────────────────────────────────┘
```

**NOTE:** Records that have been resolved in Phase 1, Student UIC Resolution will not appear for resolution during Phase 2. It should not be assumed that a record from another district marked as "unresolved" has also appeared for that other district to resolve.

5. Click on one of these three options to resolve:

- "Confirm This UIC" - Select this option to verify the submitted record as correct without further modification. In other words, the resolver is confirming this is the UIC they want to associate with the record they submitted. If two ISDs or districts truly share a child in accordance with State Aid regulations, then they should both confirm the record.

  Using "Confirm This UIC" does not change anything on the UIC Master Table. It simply sets a flag on the submitted record indicating that the record has been seen and verified by the district.

  When this option is selected the link will change to read, "Unconfirm This UIC." This allows the resolver an opportunity to make a correction if a mistake has been made. However, once the resolver leaves that particular screen, the record will no longer appear.

- "Create New UIC" - Select this option to create a new UIC and insert a new record in the UIC Master Table.

- "Do Not Submit" - Select this option if your record was submitted by mistake. The record is flagged to prevent an incorrect record from being submitted to the data warehouse.

  Selecting "Do Not Submit" would mark the submitted record for withdrawal from the SRSD submission process. (NOTE: **FTEs are extracted prior to the UIC resolution process and will therefore not be affected by clicking "Do Not Submit."** The record will no longer be stored in the data warehouse, however, thus possibly affecting other future calculations, e.g., headcount, graduation, dropout, etc.).

6. Note to ISD auditors: The reason that fewer records may be displayed for a district's Duplicate UIC Resolution than display for the Duplicate UIC Auditor View is that records that have previously been resolved by a district resolver are no longer displayed for resolution by the resolver. However, so that the information remains available for auditing purposes, these records continue to display in the ISD Auditor View.

# Issues Facing Users in Phases 1 and 2

## PHASE 1 – COMMON SITUATIONS AND AVAILABLE OPTIONS

A record has been submitted and one or more Possible Matches or two or more Positive Matches are found in the UIC Master Table based on Last Name, First Name, Date of Birth, and Gender.

### Records submitted without a UIC

*NOTE: Records submitted with a blank UIC for which a single Positive (i.e., exact) Match is found on the UIC Master Table are assigned that UIC and will not come up for resolution. Records submitted with a blank UIC for which <u>no</u> single Positive (i.e., exact) Match nor any Possible Matches are found are automatically assigned new UICs.*

### SCENARIO #1

You submit a record without a UIC.  During Phase 1 resolution, you discover that the submitted record is actually <u>the same student</u> as a record that is presented to you as a Possible Match. For this student, selecting "Use this UIC" from the Possible Match record will assign the UIC from the record on the UIC Master Table to the record you have submitted in your file.  It will also update the record on the UIC Master Table with the information from the record in your file (that is, the fields from the record you have submitted will replace those same fields in the UIC Master Table).

### SCENARIO #2

You submit a record without a UIC.  During Phase 1 resolution, you discover that the submitted record is actually <u>a different </u>student than a record that is presented to you as a Possible Match. For this student, selecting "Create a New UIC" will insert a new record in the UIC Master Table and generate a new UIC for the student.

**NOTE:** *If you submit a record without a UIC, and a possible match or multiple positive matches result, and you do not resolve that student, a new UIC will be assigned to that student when Phase 2 is initiated. For this reason, particularly when submitting blank UICs, it is critical that you perform the required resolution.*

### Records submitted with a UIC

### SCENARIO #3

You submit a record with a UIC.  During Phase 1 resolution, you discover that the submitted record is actually <u>the same student</u> as a record that is presented to you as a Possible Match. *The UICs for these students **are different**.*

Selecting "Keep this UIC" for the submitted record will update the record associated with the submitted record's UIC in the UIC Master Table with information from the recently submitted record.

Selecting "Use this UIC" for the possible UIC match record will update the record associated with the Possible Match in the UIC Master Table with information from the submitted record.

**Linking UICs –** In cases such as the above, when a user finds more than one UIC for a student in the district, please send an e-mail to Help-Desk@michigan.gov. Include your district name, district code, and your phone number with area code and extension.

Your specific statement of the issue should state that you have a student(s) with more than one UIC. You will then be sent instructions on how to proceed with a request to CEPI to link UICs. NOTE: We are planning to eventually make the linking of records an automated function available to users.

When submitting linking requests to CEPI, the core information (Last Name, First Name, Date of Birth, and Gender) associated with each UIC is required. This information can be found by performing a student search. Please see the "Student Search" section of this document for more information.

**Unlinking UICs** – When a Resolver chooses to "Use this UIC" in the Match Resolution step of batch processing, he/she is making the decision that two records actually represent only one student. The records are linked and stored in the UIC Master Table under the chosen primary UIC. However, the records are not deleted and a history of the UICs that have been assigned to this record is maintained in the UIC Master Table.

If a resolver later decides that those two records did indeed represent two unique students, those records can be unlinked so that the students retain the UICs they were originally assigned.

Go to Student Search and search for the record that was linked. When you open the record, the linked record also appears with an option to "Unlink this UIC." Please see the "Student Search" section of this document for more information.

## SCENARIO #4

You submit a record with a UIC. During Phase 1 resolution, you discover that the submitted record is actually <u>the same student</u> as a record that is presented to you as a Possible Match. *The UICs for these students are **the same**.*

In this case, since both UICs are the same, selecting "Keep this UIC" for the submitted record or "Use this UIC" for the possible UIC match record will have the same result: it will update the record associated with that UIC in the UIC Master Table with information from the submitted record.

## SCENARIO #5

You submit a record with a UIC. During Phase 1 resolution, you discover that the submitted record is actually <u>a different </u>student than a record that is presented to you as a Possible Match. *The UICs for these students are **different**.*

In this case, selecting "Keep this UIC" for the submitted record is the proper choice.

**SCENARIO #6**

You submit a record with a UIC.  During Phase 1 resolution, you discover that the submitted record is actually a different student than a record that is presented to you as a Possible Match. *The UICs for these students are **the same***.

In this case, selecting "Create New UIC" for the submitted record is the proper choice.

**Following are several examples that incorporate aspects of the previous scenarios.**

Example A



You have determined that the submitted record from your district, Doug Smyth (incorrect spelling), is one and the same as student Douglass Smith (correct spelling). Because there was a positive match on the core fields for Doug Smyth, UIC #4530945309 was returned from the UIC Master Table (in the above, there would also be a 100 percent Possible Match record for Doug Smyth shown). You wish to retain #3090450140 as the UIC for this student and correct the first and last name.

**Option #1.**  Selecting **Use this UIC** from the Possible UIC Match record will attach the UIC from Douglass Smith (#3090450140) to the submitted record (solid arrow). The information from the submitted record will then update the selected Possible Match on the UIC Master Table (dashed arrow). That is, the information for Douglass Smith, UIC #3090450140, will be replaced with the incoming information for Doug Smyth. The UIC for Doug Smyth will now be #3090450140.

As a result, although you will have attached UIC #3090450140 to your submitted record, the last name and first name associated with #3090450140 in the UIC Master Table will now be incorrect. In the next submission, you will need to submit the correct spelling of the first and last name along with UIC #3090450140, at which point you should be given another opportunity to resolve the record and correct the spelling on the UIC Master Table.  It is important that the UIC for this student in your local student management system be changed to #3090450140 prior to submitting.

Because the record for #4530945309 (Doug Smyth) continues to exist on the UIC Master Table, you must also submit a request to link UIC #4530945309 with UIC #3090450140, designating #3090450140 as the primary UIC (see "Linking" below).

**Option #2.** Selecting **Keep This UIC** allows the submitted record to pass through unchanged. You must then submit a request to link #4530945309 and #3090450140, designating #3090450140 as the primary UIC (see "Linking" below). As in option #1, it is important that the data in your local management system be corrected so that #3090450140 is submitted with the correct spellings in future submissions or this problem will reproduce itself.

**Linking.** To make a linking request, please send an e-mail to Help-Desk@michigan.gov. Include your name, your district name, district code, and your phone number with area code and extension.

Your specific statement of the issue should state that you have a student(s) with more than one UIC. You will then be sent instructions on how to proceed with a request to CEPI to link UICs. NOTE: We are planning to eventually make the linking of records an automated function available to users.

When submitting linking requests to CEPI, the core information (Last Name, First Name, Date of Birth, and Gender) associated with each UIC is required. This information can be found by performing a student search. Please see the "Student Search" section of this document for more information.

## Example B

The above situation is triggered by the existence of the third displayed record, Truman Capotee (#6538530737). Had this third record not existed, the UIC Application would have come up with a single 100 percent match for the submitted record from your district, no Possible Matches, and the record would not have come up for resolution. The enrollment date of "9/21/2004" (first record) would have automatically replaced the enrollment date of "1/20/1994" (second record).

**Option #1.** The first two records displayed are recognized as the same student while the third record is known to be a different student. In this case, because the UIC for the first two displayed records are the same, selecting **Keep this UIC** or **Use this UIC** accomplishes the same thing: the information from the submitted record will replace the information for #2048233387 in the UIC Master Table.

**Option #2.** The third record is verified to be the same student as the first two displayed records. Some of the information (such as date of birth, ethnicity, etc.) has been reported incorrectly. Selecting **Use This UIC** from the third record will attach UIC #6538530737 to the submitted record from your district (top record). The information from the submitted record will in turn replace the information for UIC #6538530737 on the UIC Master Table. At this point, the same student will have two different UICs on the UIC Master Table and linking of these UICs should occur.

To make a linking request, please send an e-mail to [Help-Desk@michigan.gov](mailto:Help-Desk@michigan.gov). Include your district name, district code, and your phone number with area code and extension.

Your specific statement of the issue should state that you have a student(s) with more than one UIC. You will then be sent instructions on how to proceed with a request to CEPI to link UICs. NOTE: We are planning to eventually make the linking of records an automated function available to users.

When submitting linking requests to CEPI, the core information (Last Name, First Name, Date of Birth, and Gender) associated with each UIC is required. This information can be found by performing a student search. Please see the "Student Search" section of this document for more information.

## Example C

In this example, the submitted record has come up for resolution because the same student has been submitted with two different birth dates. Because only one UIC exists for this student on the UIC Master Table, it does not matter whether you select **Keep This UIC** from the first record or **Use This UIC** from the second record. Either choice accomplishes the same thing. Information in the submitted record will replace the information currently in the UIC Master Table for UIC #1212144224. [**Create New UIC** would only be used were you to verify that the submitted record is NOT the same student as displayed in the "Possible UIC Matches" record(s).]

Assuming that Date of Birth on the submitted record is correct and Date of Birth on the UIC Master Table is incorrect (as reflected in the "Possible UIC Matches" record), resolving this record will correct the information on the UIC Master Table. On the other hand, assuming the reverse (the submitted record contains an incorrect Date of Birth), resolving this record means that the Date of Birth on the Master Table will now be incorrect. During the next submission cycle, submitting this record with the correct Date of Birth should bring the record up for resolution once more, at which time selecting either **Keep This UIC** or **Use This UIC** will correct the information on the Master Table.


## PHASE 2 - COMMON SITUATIONS AND AVAILABLE OPTIONS

Two records in the UIC Master Table are found to match exactly on UIC.

### SCENARIO #7

Upon resolution in Phase 2, you discover that two or more records share the same UIC. *You realize that this is the same student.*

Selecting "Confirm this UIC" simply flags the submitted record as "confirmed" in the submitted batch file so that it does not come up for resolution again. In this case, the record in the UIC master (the first record on the screen) remains untouched. When selecting the "Confirm this UIC" link, it changes to unconfirm in the event you need to undo this action.

Selecting "Create New UIC" would not be a correct choice since it would create a duplicate record on the UIC Master Table for this student.

Selecting "Do Not Submit" would mark the submitted record for withdrawal from the SRSD submission process. *(NOTE: FTE is extracted prior to the UIC resolution process and will therefore not be affected by clicking "Do Not Submit." The record will no longer be stored in the data warehouse, however, thus possibly affecting future calculations, e.g., headcount, graduation, dropout, etc.).*


### SCENARIO #8

Upon resolution in Phase 2, you discover that two or more records share the same UIC. *You realize these are different students.*

The correct choice in this instance would be to select "Create New UIC" for the submitted record.

# Generate Reports/Download UICs

The SRSD/UIC application allows users to download reports, in Portable Document Format (PDF), regarding the status of their UICs, as well as to download text file exports of UICs for import into local student information systems. The downloaded UICs will reflect the amount of resolution that a district has completed in Phases 1 and 2 up to the time of download.

1. Click on the UIC Reports link in the toolbar menu to open the Report & Criteria Selection screen.



2. Click to select either a PDF List Report or a Text File Export/Download.

3. In the Select Criteria section of the screen, choose an ISD from the dropdown list.

4. Select a District from the dropdown list if necessary.

5. The Batch-Time Uploaded (Batch #) window will show the uploaded batches by batch number and the date and time each one was uploaded. Click to highlight the batch to report on, or highlight Select All.

6. Click the Submit button.

## PDF List Reports

**Batch Summary:** Gives the summary of all the uploaded SRSD Batches for the selected ISD and District. The report can be filtered by district or may be viewed for every district in the ISD, if your permissions allow. The report contains data on the current status of the batch, the date the batch was submitted, and statistics showing the number of duplicate matches found and the number of UICs generated.

**Unresolved Possible Matches:** This report is presented to the user following Phase 1 and Phase 2 and gives the detail of all Unresolved Possible Matches still existing for that student for the selected ISD, the

selected District and Batches. The report presents basic data about the student which should allow you to decide whether there is a match with a student already in the system or if this is a new record.

**List of All New UICs:** Presents a list of all the newly generated UICs created in the batch submission for the selected ISD, District and BatchID.

**List of Positive Matches:** This report presents a list of the Positive Matches that the application found in the batch submission for the selected ISD, District and BatchID.

**List of System Generated UICs:** When users do not resolve duplicate UICs, the system automatically generates UICs for those records at the initiation of Phase 2. This report presents a list of those UICs that were generated by the application.

**List of Changed UICs:** This report provides a listing of students from the submitted file for whom the UICs were automatically changed during initial batch processing. A UIC change can typically be attributed to a drastic change in the value of a core field (e.g., complete change of last name). In cases where a UIC has changed, CEPI recommends using the new UIC and submitting a linking request (see linking section on page 15).

NOTE: This report is intended to serve as means to detect when a UIC has been changed. When submitting linking requests to CEPI, the core information (Last Name, First Name, Date of Birth, and Gender) associated with each UIC is required. This information can be found by performing a student search. Please see the "Student Search" section of this document for more information.


## Text File Export/Downloads

If the radio buttons for these reports do not appear, the report is not yet available. The available date is set by a system administrator in the SRSD/UIC Maintenance screen.

**Export File of all Submitted data with UICs:** System generates a text file that includes all the same batch data that was submitted and adds the new 10-character UICs assigned to each record. The UIC appears in the record from position 871 to 880. This file is an SRSD file formatted exactly the same as the file that was submitted; it can then overwrite the local file.

**Export File of all new UICs:** The system generates a text file for all the newly generated UICs.

**Export File of all Matched UICs:** The system generates a text file for all the positively matched records.

**NOTE:** The resolution process and any linking requests must be completed before executing a request for a Text File Export/Download. If you have not completed the Duplicate UIC Resolution process, the UIC data in these exports may be inaccurate, as the Text File Export/Download reflects information held in the UIC Master Table, current at the time of text file download.

If you attempt to open the downloaded file in Microsoft Excel, Excel's default settings will remove the leading zero from any UICs that have a leading zero. Using the "Import Text File" function (under "Data" menu, "Get External Data"), rather than simply double-clicking on the file itself, will allow you to define the UIC as a text field. (Column headers are not included in the exported file.)

# Student Search

All users of the SRSD/UIC application will be able to perform a student search by completing one or more core data fields or providing a known UIC. Users with permissions greater than "View Only" will also be able to create a new UIC when the search reveals that a UIC does not already exist in the UIC Master Table database.

## **Student Search**

The Student Search screen displays various criteria to search for students in the UIC Master Table. A search may be performed by entering a UIC or by entering the student's core information. Any records that are Possible Matches in the search are listed; click on the name to bring up the Match Resolution screen.

1. Click the Student Search link to open the Student Search screen.



2. Search by UIC: Enter student's UIC number in the UIC field and click the Search button.



3. Search by Core Data: Enter information in one or more of the data fields to search for a student record that matches one or more of the fields.

   - Core Fields are: First Name, Last Name, Date of Birth, and Gender.  Note:  The Date of Birth field is in MM/DD/YYYY format (i.e., 05/09/1986).

   - The user can search by partial information in the Name Fields.  You may therefore want to

begin with the most expansive search to obtain the greatest likelihood of a hit.

For example, submitting "Christopher" for First Name will return only "Christopher." If a student were entered with "Chris," this record would not appear in the results. Instead, entering "Chris" will return instances both of "Chris" and of "Christopher."

- Note: If you make your search too broad (for example, search for all females) and the system has to return a large number of records, you may get an error message asking you to narrow your search by adding more criteria.

4. Results appear in a list in the lower part of the screen.



5. Sort the columns in ascending or descending order by clicking on the arrow icons at the top of a column.

6. Click the UIC number link to open the UIC Details screen with this student's detailed information. The detail reflected here is the information that is stored in the UIC Master Table.

- The UIC Details screen shows the student details that are maintained in the UIC Master Table. Find a student record in the UIC Master Table by performing a Student Search and clicking on the UIC number of the student whose detail you wish to see.

  You can only view information in this screen. Click on the "Back to Search" button to return to the list of search results.

**Linked UICs.** When you click to view the details for a student who has multiple UIC numbers that have been linked, the UIC Details screen will appear with the UIC Master Table information for the UIC you selected and, directly below that record, the UIC Master Table information for a UIC record that has been linked to it.



The record for the linked UIC will display a description of the relationship between the UICs:
- The record with the "Linked By" text displays the Parent (Primary) UIC.
- The record with the "Linked To" text displays the Child (Secondary) UIC.

Clicking on the UIC for the linked record will renew the UIC Details screen with the UIC Master Table information for a different UIC record, if one exists, that is also linked to the UIC record you initially searched for.

If you find that a UIC number has been mistakenly linked to the wrong student, i.e. you are positive that

the UIC numbers belong to two separate individuals, you can select "Unlink this UIC" to remove the linkage.
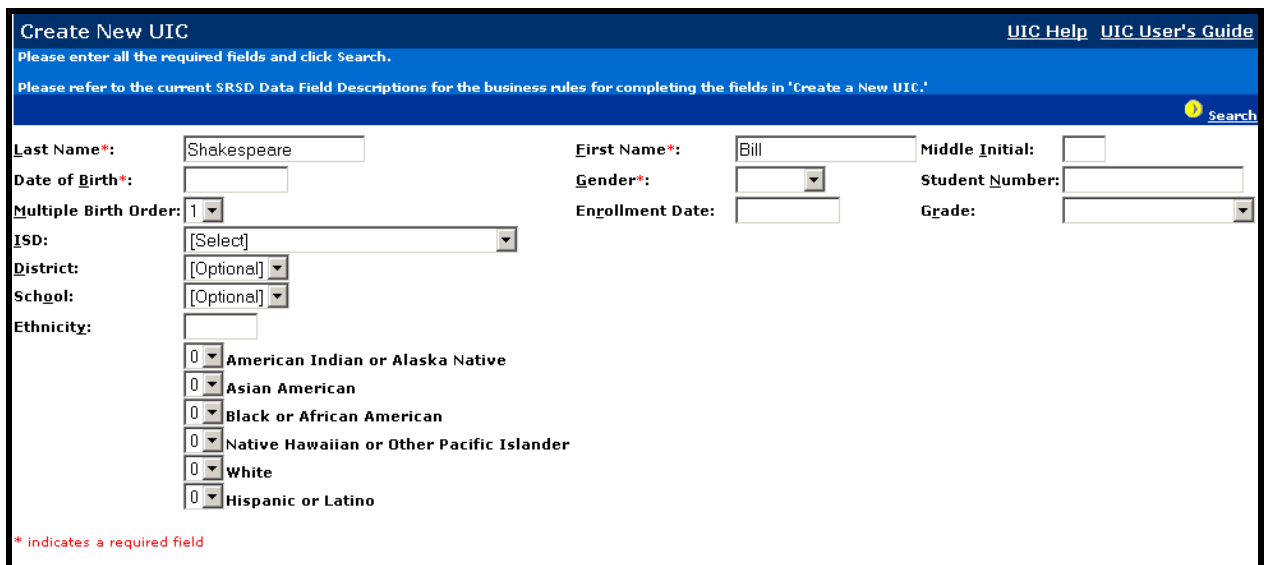
## Create New UIC

The Student Search screen allows you to search for students in the UIC Master Table and is also the starting point to create a new UIC.

1. Click the "Student Search" link to open the Student Search screen.

2. Click the "Create New UIC" link and the Create New UIC screen displays the search criteria.



3. The first step in creating a new UIC is to enter the required fields and perform a search to ensure that the student is not already in the system. The information in these fields will be retained for the next step when you create a new UIC for this student.

4.  Click the "Search" link to perform a search for this name in the UIC Master Table. The search results appear along with additional fields to complete the UIC record.



5.  Enter any additional fields. Those fields without an asterisk are not required.

6. Click "Create New UIC." The record is added and the screen shows the new UIC master record as it has been added to the UIC Master Table, including the new UIC assigned to this student. **Click "Create New UIC" only if you do not find your student in the search results at the bottom of the screen.** Otherwise, you will be creating additional UICs for the same student.

| Create New UIC | | | | | UIC Help  UIC User's Guide |
|---|---|---|---|---|---|
| No results were found. Complete all the necessary fields and click 'Create New UIC' to generate a new UIC for the student. Please refer to the current SRSD Data Field Descriptions for the business rules for completing the fields in 'Create a New UIC.' | | | | | |
| | | | | | 🟡 Create New UIC |
| Last Name: | Shakespeare | | First Name: | Bill | Middle Initial: G |
| Date of Birth: | 4/23/1990 | | Gender: | Male | Student Number: 1010101010 |

NOTE: In subsequent submissions, assuming you submit a standard SRSD record for the newly created UIC as part of your regular SRSD submission, the additional fields in the UIC Master Table will automatically be populated with this information (e.g., grade, district, school, and so on).

| UIC Details | | | | | | | UIC Help |
|---|---|---|---|---|---|---|---|
| New UIC has been Successfully generated for the student | | | | | | | |
| UIC Master Table Detail for | | | | | | | 🟡 Back to Search |
| **Shakespeare , Billy** | | | | | | | |
| UIC: | LastName: | FirstName: | MI: | DOB: | Gender: | Ethnicity: | |
| 1971811386 | Shakespeare | Billy | | 5/15/1990 | M | 0 – American Indian or Alaska Native 0 – Asian American 0 – Black or African American 0 – Native Hawaiian or Other Pacific Islander 1 – White 0 – Hispanic or Latino | |
| ISD: | | District: | | School: | | | |
| Allegan ISD – (03) | | Allegan Public Schools – (03030) | | Allegan Alternative High School – (03535) | | | |
| Grade: | MultipleBirthOrder: | Enrollment Date: | | Exit Date: | Exit Status: | | |
| 09 | 0 | 3/11/2004 | | | | | |
| | | | Copyright © 2002 State of Michigan | | | | |

# Upload for UIC Request

As an additional option, users may upload batch files for obtaining new UICs. For example, districts may want to obtain UICs for students identified during Kindergarten Roundup. Files must adhere to a text file format that is specified in "UIC Help" (Upload for UIC Request) accessed through the "UIC Help" link available in the SRSD/UIC Application. Alternatively, new UICs may be obtained in bulk by submitting these students during regular SRSD submission cycles and leaving the UIC field blank. Note: the Upload for UIC Request function will not accept files in ZIP format.

The nonSRSD file must be fully resolved before a download of this file can occur. A limited period is available for this resolution. For that reason, it is a good idea to check the posted UIC Timeline for "Upload for UIC Request" and make sure that you have left yourself plenty of time to resolve the file. Do not try and accomplish an "Upload for UIC Request" with only a few days remaining in the Upload for UIC Request period.

When downloading the resolved nonSRSD file, the newly generated UIC will be contained in positions 123-132.

### Upload for UIC Request

1. Click the "Upload for UIC Request" link to open the Upload for UIC Request screen.



2. If you wish to upload a new file into the system, first select the correct ISD from the dropdown list, and then select a District from the resulting drop down list.

3. In the File to Upload field, click the "Browse" button to navigate to wherever you have saved the file on your local computer.

4. In the Notification E-mail field, enter the e-mail address to which notifications will be sent when the batch is processed.

5. Click the "Submit" button to submit the batch.

6.  At any point, you can select the Batch Status List to see a list of the NonSRSD batches that have been submitted ("NonSRSD" refers to files uploaded outside the regular SRSD submission process).



- If there is a check mark in the Detail column of a batch, you may click on it to open a NonSRSD Batch Detail window.

7. The status "verify" indicates that one or more records need to be resolved. Click on the "Batch ID number" link in the Batch Status List to open the NonSRSD Batch Summary.



- The Batch Summary screen allows you to view the current status of a batch and also alerts you to any data errors that were found in processing the batch. The batch displays the outcome of the system batch processes and shows you how many records from the batch are:

  - o New UICs Created
  - o Positive Matches Found
  - o Multiple Positive Matches Found
  - o Possible Matches Found

- Any multiple or possible matches found will need to be resolved as they would during Student UIC Resolution. Refer to pages 10-14 of the Phase 1: Student UIC Resolution section for details on how to complete this process.

8. Once the NonSRSD Batch Summary screen shows zero for Multiple Matches Found, Possible Matches Found, and Data Errors click the "Back to List" button to return to the NonSRSD Batch Status List screen.

   Once resolution is completed, the file status changes from "verify" to "completed." When completed, a link will appear under the "Completed File" column. Clicking on this link will allow the user to download a copy of the nonSRSD file updated with the new UIC numbers. This file adheres to the nonSRSD batch file format (see the following section).

## NonSRSD Batch File Layout

A NonSRSD Batch file must meet certain layout requirements to be successfully uploaded into CEPI. This is a table of the required file structure.

| Start POS | End POS | Field Length | Data Type | Field Name | Data Requirements (see SRSD Field Descriptions for appropriate Codes) |
|---|---|---|---|---|---|
| 1 | 2 | 2 | Numeric | **ISD Number** | State Assigned ISD Number, cannot be blank |
| 3 | 7 | 5 | Numeric | **District Number** | State Assigned District Number, cannot be blank |
| 8 | 12 | 5 | Numeric | **School Number** | State Assigned School Number, cannot be blank |
| 13 | 37 | 25 | Alpha | **Last Name** | |
| 38 | 52 | 15 | Alpha | **First Name** | |
| 53 | 53 | 1 | Alpha | Middle Initial | Can be blank |
| 54 | 54 | 1 | Alpha | **Gender** | "M" = Male, "F" = Female, cannot be blank |
| 55 | 56 | 2 | Numeric | **DOB month** | Date of birth "01" through "12", cannot be blank (must be two digits) |
| 57 | 58 | 2 | Numeric | **DOB day** | Date of birth "01" through "31", cannot be blank (must be two digits) |
| 59 | 62 | 4 | Numeric | **DOB year** | Cannot be blank (must be four digits) |
| 63 | 68 | 6 | Numeric | Ethnicity | Six character representation of student's ethnicity (user SRSD standard) or blank. See SRSD Field Descriptions. |
| 69 | 70 | 2 | Numeric | Exit Status | Two character exit code for student (from SRSD file format) or blank. See SRSD Field Descriptions. |
| 71 | 72 | 2 | Numeric | Grade | Two character code for the student's grade or blank. See SRSD Field Descriptions. |
| 73 | 74 | 2 | Numeric | Multiple Birth Order | Can be blank |
| 75 | 78 | 4 | Numeric | General Education FTE | Numeric value, from 0.00 to 1.00 or blank |
| 79 | 82 | 4 | Numeric | Special Education FTE | Numeric value, from 0.00 to 1.00 or blank |
| 83 | 86 | 4 | Numeric | Adult Education FTE | Numeric value, from 0.00 to 1.00 or blank |
| 87 | 94 | 8 | Numeric | Enrollment Date | Date Field (MMDDYYYY) or blank |
| 95 | 102 | 8 | Numeric | Exit Date | Date Field (MMDDYYYY) or blank |
| 103 | 122 | 20 | AlphaNum | Student Number | Local Student Number, or blank |

# Glossary

**Core Fields:**  Refers to fields in a student's record that are used when compared against the UIC Master Table.  The fields chosen for this application are First Name, Last Name, Date of Birth and Gender.  The fields in the input record are compared against the corresponding fields of the records in the master student database to determine if it is the same student or not. Based on the four core fields, a score is calculated that determines how closely one record matches another. Positive Matches are those records whose scores are identical. Possible Matches are those records whose scores are close but not identical.

**Comparison Thresholds:**  When a record is compared against the UIC Master Table, a score between 0 and 100 is returned, indicating how good a match it is.  There are two score thresholds set that determine if the score returned is a Possible Match or a Positive Match.  For example, thresholds could be set so that any comparison resulting with a score of 95 or above is considered a Positive Match, while a score of 85 to 95 is considered a Possible Match.  In this scenario, any score below 85 is not considered a match at all.

**Data Error:**  This refers to an instance where the mandatory fields are missing or in an incorrect format.  For example, a date field might have letters in it.

**DeDuplication:**  This is a process where a set of records from the UIC Master Table is compared against the whole UIC Master Table.  The purpose of this is to determine if there is more than one record in the UIC Master Table that is a Positive Match.  This could indicate that the record is in the UIC Master Table more than once, and therefore, a duplicate.  The resolver of a batch would be the individual performing the resolution process.  The execution of the batch would be done by CEPI.

**Entities:**  This term refers to an ISD, District, or School.  These are educational entities and are sometimes referred to as entities, for short.

**FTE Auditor Resolution:**  When UICs have been assigned to all input records, they are compared to see that their FTE rules do not present any possible conflict.  All records that have the same UIC are compared, under the assumption that they are the same student but with multiple claims.  If the summation of the FTEs conflict with the business rules, then this is presented in a screen that can be accessible by FTE Auditors.  They could then make a note of it and use it as a helpful tool when doing their own validation processes separate from this application.

**Helper Fields:** This refers to fields in the UIC Master Table that are displayed on the resolution screens to help visually resolve matches. Unlike the core fields, these fields are not used to calculate the score by which a record is determined to be a Possible Match.  Helper fields include ethnicity, middle initial, exit status, grade, multiple birth order, enrollment date, exit date, student number, ISD, district, school, and FTE.

**Links:**  Records in the UIC Master Table can be linked to other records.  What this means is that if a record was created and assigned a new UIC by mistake, it can be linked to another one.  The record itself is not deleted, but during the following batch comparisons, when the linked UIC is entered, it returns the linked records as well.

**Matching Strategy/Resolution:**  The application matches a submitted record against the UIC Master Table in the database.  It directly matches the First Name, Last Name, Gender, and Date of Birth fields.  Depending on the quality of the match, the comparison is determined to yield no match at all (in which case a new UIC entry is entered in the UIC Master Table), a Positive Match (the information in the UIC Master Table is updated and the UIC retrieved), and a Possible Match.  A Possible Match returns the list of records in the UIC Master Table that might match the compared record.  A user interface is used to resolve these Possible Matches.  Once all the input records have UICs, they are all compared against each other to see if they appear more than once.  This could signify duplicate or multiple submissions.

**MEIS:**  Michigan Education Information System.  In the context of this document, MEIS is the outside application that controls logging in to the SRSD/UIC application.

**NonSRSD Batches (Upload for UIC Request):**  This term refers to a batch that is submitted outside of the SRSD submission process.  These batches are processed using the same methodology as an SRSD batch, although no updates are made in the UIC Master Table when a Positive Match is made. Batches must be formatted according to the standard NonSRSD Batch File Layout.

**Phase 1/Phase 2:**  SRSD batches are processed in two steps, called Phase 1 and Phase 2.  The first step (Phase 1) consists of matching each individual record against the UIC Master Table.  During this phase, user intervention may be required to resolve some issues where the match is not quite good enough to be automatically determined a Positive Match, but still good enough to warrant inspection.  The second step (Phase 2) happens once all records have been assigned a UIC.  It compares all records against each other to check for instances where UICs appear more than once. User intervention is again required to resolve these instances.

**Positive Matches:**  In Phase 1, a Positive Match is one where the identification process has determined that there is an exact match between the four core fields (see "core fields") of the record submitted and a record in the UIC Master Table.

**Possible Matches:**  In Phase 1, a Possible Match represents cases where one or more of the four core fields (see "core fields") is different enough that it warrants inspection to see if it is indeed the same student as a presumed match from the UIC Master Table.

**SRSD Batches:**  SRSD batches are those files that are submitted through the regular SRSD submission three times a year.  When no match is found, a new record is created in the UIC Master Table.  When a Positive Match is made, the data in the UIC Master Table is updated with the new data from the upload.

**Submitted Record:**  SRSD student record that is submitted as part of an SRSD batch.

**System-Generated UIC:**  A system-generated UIC is one that was not directly created by an upload or by direct user intervention, but by the application.  These are generated for all unresolved records at the end of Phase 1 before the initiation of Phase 2.  System-generated UICs are flagged as such and will again need to be resolved if submitted on the next upload.

**UIC (Unique Identification Code):**  A 10-digit numeric code assigned to each student.

**UIC Master Table:**  Table in the SRSD/UIC database that contains one unique entry for every UIC created.  This is the table that maintains the demographics that drive the unique identifier.

# Appendix A: Guidelines for Linking UICs

# Guidelines for Linking UICs
## (Last Updated 10/27/2004)

Questions arise when the authorized user for a district finds that the same student has apparently been assigned more than one UIC. Multiple UICs may occur for two reasons. First, the same student may have been submitted with differences in last name, first name, date of birth, or even gender. For example, John Smith may be submitted as "John Smyth."  Or, for typographical reasons, a student originally submitted with a birth date of 12/01/85 may be submitted with a birth date of "12/01/84." Such cases will be presented for resolution in Phase 1. **Failure to resolve these cases may result in new UICs being assigned.**  For this reason, it is very important that districts resolve all records presented for resolution.

The second reason multiple UICs may occur is that the UIC Application itself may have automatically interpreted significant differences in these four fields as constituting different students, and therefore replaced the current UIC with a new one.  For example, for some reason John Smith might have been reported as "John Jones."  CEPI continues to work on programming and design changes that will allow UIC Master fields to be automatically updated where the UIC and district code have remained consistent, (for example, "Jones" would replace "Smith" in the above) instead of having a new UIC assigned.

Please note that linking requests should be placed only after a district can verify that the same student has multiple UICs.


## WHY IS LINKING UICs IMPORTANT?

When a single student is assigned multiple UICs, linking those UICs allows the history of that student to be tied together. For instance, if you search by UIC in the Student Search function of the application, the UIC Details screen in the application displays not only the record for that UIC but any UIC previously linked to it as well.

Linking UICs also reduces the efforts of UIC Resolvers during Student UIC Resolution (Phase 1). When the system scans the UIC Master Table for possible matches, it will only check the record of the primary UIC of a set that is linked.


## HOW DO I DECIDE WHICH UIC TO USE?

CEPI does not select the UIC you use. You, as a district UIC resolver, make the selection. However, in the case of a name change or incorrect data, you may wish to select the UIC with the most current or correct data. You would then use this UIC (also called the "primary" UIC) for future submissions. It is important to use the primary UIC in all subsequent submissions for a particular student. Failure to do so could result in the assignment of even more additional UIC numbers.

In cases where a district discovers that more than one UIC has been assigned to the same student, it is suggested that the district's UIC resolver request that CEPI link the UICs for this student. The UIC resolver will select one UIC as the primary UIC and mark the other(s) as secondary. **If the UIC chosen as primary is not associated with the school district, your linking request will not be processed.**

**WHEN SHOULD I PLACE A LINKING REQUEST?**

Although you may place a linking request at any time, it is advisable to place a request after your district's UIC resolver has completed Student UIC Resolution (Phase 1) for the current cycle. Resolution will often clear up an issue that may initially appear to require linking (e.g., updating a UIC Record with the correct Date of Birth).

This is also a good time for districts to check their "List of Changed UICs Report," which highlights incidents where the system automatically assigned a student a new UIC number for reasons such as a name change.

**WHAT IS THE PROCESS TO SUBMIT A LINKING REQUEST?**

To request linking student UICs, the district's UIC Resolver should follow the steps below.

1. Send a message to Help-Desk@michigan.gov stating that you need a help desk case created to "Link UICs."
   - Include your full name, district number, district name, and telephone number. Once you have been notified by e-mail that the case has been created, you will have a DIT Remedy Help Desk Case number (e.g., DITHPD000XXXXXX) attached to the message you receive.
   - Please do not include the specific linking request with your e-mail. A faxed hard copy of the request is required before any linking can be performed.

2. You may then send CEPI a fax at 517.335.0488  (Attention: Barry) that includes the following information on letterhead, signed by the UIC resolver for the school district (please see the example provided):
   - Subject: Linking UICs Request
   - DIT Remedy Help Desk Case Number: e.g., DITHPD000XXXXXX
   - District number
   - District name
   - First line: Primary UIC Number, Student Last Name, First Name, Middle Initial, Date of Birth, Gender
   - Second line: Secondary UIC Number (same fields but list the data associated with the secondary UIC)
     **Note: The fields listed with the secondary UIC number must include the data associated with that UIC.** This information can be located by performing a student search by UIC number in the application. Please see the "Student Information" section of the UIC User's Guide for details.
   - **OPTIONAL:** Some districts choose to note on their requests why the UIC may have changed for a student. Whether or not to include this information is at the district's discretion. It is not required.

3. Once CEPI receives your fax with the specific UICs to be linked, we will forward the request to the Department of Information Technology (DIT) for processing. When that has been done, the DIT Remedy Help Desk case will be "resolved," and you will get an e-mail notification.

**NOTE:** Resolvers who submit linking requests that do not meet the basic requirements stated above will be asked to revise their documentation and re-submit. It is important that the request contain complete information to ensure that UICs are not mistakenly linked.

**WHAT SHOULD I DO AFTER MY UICS ARE LINKED?**

The Text File Export/Downloads (at the UIC Reports link) contain the UICs resolved during this submission either by the resolver or by the system. For students with linked UICs, the UIC in the download will be the primary UIC. If the Text File Export/Download is imported into your student information system, you must verify that the primary UIC is being used in your local system. If it is not, you will need to update this manually.

**LINKING REQUEST EXAMPLE**

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# Happy Valley Public Schools
**123 Elementary Lane**
**Happy Valley, MI 48484**
**Phone: (517) 123-456-7890**
**Fax: (517) 456-0987**

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**Subject:** Linking UICs Request
**DIT Remedy Help Desk Case Number:** DITHPD000777777
**District number:** 12345
**District name:** Happy Valley Public Schools

| | | | | |
|---|---|---|---|---|
| **Primary UIC** | 1122334455 | Irving, John | 01/10/1980 | M |
| **Secondary UIC** | 2233445566 | Steinbeck, John | 01/10/1980 | M |
| **Primary UIC** | 4455667788 | Highsmith, Patricia | 11/22/1990 | F |
| **Secondary UIC** | 5566778899 | Highsmith, Patricia | 11/22/1990 | M |
| **Primary UIC** | 7788990011 | Hamlet, Dashiel | 03/15/1985 | M |
| **Secondary** | 8899001122 | Hamlett, Dasheil | 03/15/1985 | M |
| **Primary UIC** | 7744115599 | Rand, Ayn | 09/27/1984 | F |
| **Secondary UIC** | 9955114477 | Rand, Ayn | 09/27/1985 | F |

Thank you.

*Jane Smith*

Jane Smith
UIC Resolver